



IV. TITLE OF CERTIFICATION/PERMIT: HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP) CERTIFICATE

Center/Office/Division	:	Center for Food Regulation and Research (CFRR)
Classification	:	Government to Business
Type of Transaction	:	Highly Technical Transaction
Who May Avail	:	All FOOD Manufacturers (Importer of raw material for own use/Exporters)
Fees to be Paid	:	HACCP – Php1,000.00 + LRF per year

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit ONE (1) scanned copy of the required document.	
<input checked="" type="checkbox"/> Inspection report with certificate of Compliance/ Recommendation Letter from RFO	FDA Regional Office
<input checked="" type="checkbox"/> Copy of valid and appropriate LTO issued by the FDA	FDA Philippines
<input checked="" type="checkbox"/> Proof of payment	Systems/Mean prescribed by FDA

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1) RECEIVING</p> <p>Receives document requirements from FDA Regional Field Office and decks the same to CFRR technical evaluators.</p>	1 Working Day (Day 1)	LICENSING AND REGISTRATION DIVISION (LRD) EVALUATOR (e.g. Food-Drug Regulation Officer (FDRO))
	<p>2) EVALUATION</p> <p>The CFRR-LRD Technical Personnel will evaluate the application and ALL the submitted documentary requirements in accordance to existing FDA regulation/s and Quality Work/Standard Procedures.</p> <p>The CFRR-LRD Technical Personnel will then draft recommendation if the application is for Approval or Disapproval, then will forward the same to the CHECKER.</p>	8 Working Days (Day 2-9)	LRD EVALUATOR (e.g. Food-Drug Regulation Officer (FDRO))



	<p>3) CHECKING or Quality Assurance (QA)</p> <p>The CFRR-LRD Technical Personnel will review the evaluated application, ALL the submitted documentary requirements, and the drafted recommendation of the EVALUATOR, in accordance to existing FDA regulation/s and Quality Work/Standard Procedures.</p> <p>The CFRR-LRD Technical Personnel will then draft recommendation if the application is for Approval or Disapproval, then will forward the same to the APPROVING AUTHORITY.</p>	5 Working Days (Day 10-14)	LRD CHECKER (e.g. SENIOR FDRO or SUPERVISOR or DIVISION CHIEF)
	4) PRINTING	1 Working Day (Day 15)	CFRR ADMINISTRATIVE STAFF
	5) SIGNING OF CERTIFICATE/AUTHORIZATION	4 Working Days (Day 16-19)	CFRR APPROVING AUTHORITY (e.g. DIRECTOR IV)
<p>1) RECEIVING</p> <p>The applicant company receives the Certificate/Authorization.</p>	<p>6) RELEASING</p> <p>The FDA personnel will forward the Certificate/Authorization to Food and Drug Action Center (FDAC) for release.</p>	1 Working Day (Day 20)	FDAC STAFF
		TOTAL: 20 Working Days	
<p>Please be advised that as per RA 11032 IRR, page 22 of 48, Section 3, b) <i>The maximum time prescribed in Section 9 (b) (1) of the Act may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter.</i></p>			